

Office of Massachusetts Attorney General Maura Healey



Request for Proposal (RFP)

Healthy Summer Youth Jobs Grant Program Summer 2016

Release Date: April 8, 2016

Response Due Date: May 6, 2016

Project Start Date: July 5, 2016

Project End Date: August 26, 2016

Grantor: Office of Massachusetts Attorney General Maura Healey
Address: One Ashburton Place, Boston, MA 02108
Email: AGOgrants@state.ma.us

Background and overview:

Utilizing \$300,000 in funds received by the Massachusetts Attorney General's Office (AGO) from a judgment against the pharmaceutical company Johnson & Johnson, the AGO is pleased to announce the Healthy Summer Youth Jobs grant opportunity.

Healthy Summer Youth Jobs is designed to provide jobs that promote good health for youth from low socio-economic status (SES) communities by providing them with opportunities for health and wellness via health-focused employment.

Jobs eligible for Healthy Summer Youth Jobs funding are those where youth will work to advance public health. This grant will fund an estimated 200 Healthy Summer Youth jobs with Massachusetts cities and towns, public offices, and non-profit organizations.

Public health-related jobs:

The Healthy Summer Youth Jobs grant will fund youth jobs that advance public health, including jobs focused on advancing health and wellness for youth in low SES communities. Youth can advance public health in their communities by providing health promotion and disease prevention interventions specifically addressing the following contributing factors identified by the Centers for Disease Control (CDC) as contributing to the leading causes of death and disability¹ among youth and adults.

They include:

- Behaviors that contribute to unintentional injuries and violence;
- Sexual behaviors that contribute to unintended pregnancy and sexually transmitted diseases, including HIV infection;
- Alcohol and other drug use;
- Tobacco use;
- Unhealthy dietary behaviors; and/or
- Inadequate physical activity.

Correlation between health and socio-economic status:

Numerous health and wellness factors are strongly related to income levels. Body Mass Indices (BMIs), for example, are correlated to wage earnings. Adolescents from lower-income homes are more likely to be overweight or obese than those from higher income families.²

¹ Youth Risk Behavior Surveillance System (YRBSS) Web 6 Apr., 2016. <http://www.cdc.gov/healthyyouth/data/yrbs/index.htm>

² Venator, Joanna, and Richard Reeves. *Weight and Social Mobility: Taking the Long View on Childhood Obesity*. 2015. Brookings. Web 30 Apr., 2015 <<http://www.brookings.edu/blogs/social-mobility-memos/posts/2015/01/08-childhood-obesity-social-mobility-reeves>>.

Youth and obesity/lack of physical activity:

Studies show that obesity levels among children continue to rise; a major contributing factor to this trend is a lack of physical activity. The average child in North America watches about 35 hours of television a week, which is an increase of 2.2 hours per week since 2009 and a 12% increase over the last nine years.³

Lack of youth employment opportunities:

The current economic crisis in both the public and private sectors has led to a severe decrease in the number of jobs available for youth. In 2000, the teen employment rate stood at 45%. By 2014, that percentage had a 15% drop to a 30% teen employment rate in the past decade and a half.^{4 5}

Improving health and increasing economic opportunity:

Healthy Summer Youth Jobs is designed to directly benefit youth in low socio-economic status (SES) communities by providing jobs, and by addressing leading contributors to chronic disease by promoting increased health/wellness/disease prevention activities for the employed youth and/or the populations they will serve.

Eligibility:**Eligible grant applicants:**

The following types of organizations are eligible to apply.

- Municipalities;
- Other Public Offices; and
- Non-Profit organizations within Massachusetts which serve low-income and/or at-risk youth, and advance public health.

Non-profit organizations must be in full compliance with all annual reporting requirements of both the AGO and the Internal Revenue Service, as applicable, in order to be eligible for funding.

As part of the application process, the applicant will supply information specific to the economic need and the percent of school-aged children who are overweight or obese in their community.

³ Rothman, Lily. "FYI, Parents: Your Kids Watch A Full-Time Job's Worth of TV Each Week." 20 Nov. 2013: *TIME*. Web. 30 Apr. 2015. <<http://entertainment.time.com/2013/11/20/fyi-parents-your-kids-watch-a-full-time-jobs-worth-of-tv-each-week/>>.

⁴ Youth Employment Rate. United States Department of Labor. Web. 30 Apr. 2015. <<http://www.dol.gov/odep/categories/youth/youthemployment.htm>>.

⁵ Coy, Peter. "For Job-Hunting Teenagers, the Market Is Brutal." 14 Mar. 2014: *Bloomberg Business*. Web. 30 Apr. 2015. <<http://www.bloomberg.com/bw/articles/2014-03-14/how-to-fix-the-shockingly-high-teen-unemployment-rate>>.

Community engagement requirement:

If awarded this grant, your organization will provide the necessary staff, time, and meeting space to assist the AGO in providing community engagement activities (such as teen workers' rights trainings, civil rights trainings, and/or other trainings or activities) on site with your staff and/or with the youth you employ.

Applicants may select only one city or town for youth jobs and may submit only one grant application.

Eligible youth jobs:

Applicants from the aforementioned types of organizations may apply for grants to fund jobs for youth who participate in or provide health and wellness activities. Types of activities include, but are not limited to:

- Programs that work to improve public health in low-income communities;
- Programs focused on advancing health-related environmental justice;
- Programs that promote health and wellness amongst youth and across low-income communities;
- Programs that develop health literacy for low SES youth to improve disease prevention and self-management; and
- Programs designed to directly improve the management of chronic diseases for low SES youth including but not limited to diabetes, asthma and obesity.

Some examples:

- Working as a coach, team leader, or mentor for a pre-existing health/fitness activity for youth of documented low socio-economic status (SES);
- Working at a community health center;
- Collaborating on a public health or a health-related environmental justice project;
- Assisting with a sports or physical fitness program designed for youth of documented low SES;
- Working as a teacher or teacher's assistant for an exercise or physical fitness class (outside of regular school programming) for youth of documented low SES and/or senior citizens; and/or
- Activities which directly address access to health care and/or the management/prevention of chronic diseases among low SES youth.

Eligible youth:

Applicants may request to employ any number of youth at their discretion (while adhering to all applicable Massachusetts wage and hour laws). For the purposes of this grant, "youth" is considered a person age 21 and younger.

Funding:**Amount:**

The maximum an applicant organization may request is \$19,800.

The AGO anticipates disbursing up to a total of \$300,000. Grant awards will be issued to multiple applicants, in varying amounts and applicant budgets may not necessarily be funded in their entirety. Organizations must pay youth a minimum wage of \$10 per hour and may request up to 10% of their budget for administrative support. For some examples of budgets, please see Appendix A.

Duration:

July 5, 2016 - August 26, 2016.

Grant awards are available to fund youth employment with the earliest start date of July 5, and the latest end date of August 26. A shorter duration for youth employment is allowable during this time frame.

Cash flow:

Grantees must have sufficient funds on hand prior to the grant disbursement.

Organizations must be able to pay the salaries of youth jobs funded by this grant award prior to receiving the monetary disbursement from the AGO. Disbursements are expected to be sent to organizations (who have completed all necessary contract documents by the established deadlines) by Electronic Funds Transfer on or before August 26, 2016.

Evaluation:

All funding decisions and amounts of funding will be made at the sole discretion of the AGO. Applicants may receive no funding or less funding than requested. Some of the criteria utilized in the selection process include:

- Commitment to advancing public health in low-income communities;
- Ability of applicants to employ youth from SES families;
- Applicant's previous experience hiring youth workers;
- Applicant's plan to engage youth in health, wellness, fitness or healthcare activities;
- Applicant's ability to hire youth within the grant timeframe; and
- Geographic diversity of applicants (intention is to provide resources across the state).

Submission instructions:

- Proposals must be delivered electronically through the AGO's online grant application by 4:00 p.m. on **Thursday, May 6, 2016.**
- Applications received after the deadline will not be reviewed.
- There will be no applications accepted in any other format.

- Interested applicants may access the application here: www.mass.gov/ago/grants.
- New applicants will be asked to create a free online account. Any applicant that has applied for any grant using the online grant management system may log into its existing account.
- Once applicants have started an application, it may be saved and returned to later.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 24 business hours; if one is not received please call 617-963-2077 for further instructions and assistance.

Questions:

Questions regarding this RFP may be submitted to AGOgrants@state.ma.us by email, **only** until 4:00 p.m. on **May 5, 2016**. When submitting your question(s), please include “Healthy Summer Youth Jobs 2016” in your email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO’s website here: www.mass.gov/ago/grants.

Reasonable accommodation:

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to AGOgrants@state.ma.us no later than **April 29, 2016**.

Expectations and requirements for successful applicants:

- Awards are contingent upon organization satisfactorily completing all necessary documents (see below) by the deadlines established during the contract period.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by grantees and must be approved, in advance, by the AGO.
- Grantees will be informed of all reporting requirements including completion of a satisfactory financial and programmatic summary at the conclusion of the grant (Final Report) by the deadline established and in a format to be provided by the AGO.
- Grantees will provide the necessary staff, time and meeting space to assist the AGO in providing community engagement activities (such as teen workers’ rights trainings, civil rights trainings, and/or other trainings or activities) on site with your staff and/or with the youth you employ.
- At the end of the grant period, any unexpended grant funds must be returned.

Required Commonwealth contract documents for successful grantees:

These documents are listed for informational purposes and should not be submitted with the grant application. Successful grantees will be required to complete these documents within the deadline established at the time of the notification of grant award.

- Standard Contract Form and Instructions
- Scope and Services Agreement
- Commonwealth Terms and Conditions
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Form

Public records:

All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and to M.G.L. c. 4, § 7, cl. 26. Applicants should not submit personal patient medical information. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Updates to this RFP:

Any changes/corrections to any part to this RFP will be posted on www.mass.gov/ago/grants. It is the applicant's responsibility to check this web page frequently for any updates.

Disbursement of grant funds:

Direct payment will be made by Electronic Funds Transfer to the grantee in one lump sum on or before August 26, 2016.

Appendix A: Sample Budgets

Example 1

9 jobs x \$10.00/hour x 25 hours/ week x 8 weeks

\$18,000

Admin	\$1,800
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Total budget requested

\$19,800

Example 2

4 jobs x \$10.00/ hour x 25 hours/week x 8 weeks

\$8,000

Admin	\$800
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Total budget requested	\$8,800
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Example 3

4 jobs x \$10.00/ hour x 16 hours/week x 8 weeks

\$5,120

Admin	\$512
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Total budget requested	\$5,632
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Example 4

4 jobs x \$10.00/ hour x 16 hours/week x 4 weeks

\$2,560

Admin	\$256
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Total budget requested	\$2,816
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